

## MARITIME WEAPONS SYSTEMS GROUP (DSCC-M)

### MISSION:

1. Acts as the principal advisor and assistant to the Commander in accomplishment of mission responsibilities through integrated materiel management and control of assigned items to provide integrated logistic support of personnel and weapon systems, equipment, and their components owned, operated, and/or maintained by and/or for Federal Agencies and other authorized activities. Provide administrative support to the Maritime Group as required by the Directorate and Center policies and procedures. Also, assists Service customers in resolving high priority requisition problems. Has responsibility to analyze weapon system readiness and assist the Group in identifying critical degraders and recommend corrective action.

### FUNCTIONS:

1. Consolidates directorate responses to inquiries and reports including Congressional inquiries,
2. GAO and DOD Inspector General Reports, and management reviews.
  2. Functions as coordinator for Group's suggestion evaluation program.
  3. Administers personnel awards within the Application Group.
  4. Maintain, analyze and coordinate Application Group financial management data and develop
3. the operating program/budget for the Application Group, to include justification to support
4. resource requirements.
  5. Coordinates and processes all personnel actions for the group.
  6. Functions as OPI for the group in coordinating training requirements for assigned personnel.
  7. Functions as OPI for the group in the reorganization or realignment of functions.
  8. Functions as coordinator in conjunction with LMG in the internal management control and
5. analysis of the group, including position management operations and cost and performance
6. data to determine efficiency and system performance; participates in/develops statistics
7. charts, and management information for group.
  9. Performs all centralized administrative support functions essential for operational control and
8. coordination of the group, including:
9. Coordinates group requirements for space, office moves, facilities, equipment, and non - expendable supplies.
10. Responsible for custody of assigned Government-owned property
11. Performs studies, analyzes information, and prepares narrative reports to make recommendations for changes in policies, procedures, equipment, or corrective ineffective or inefficient procedures for processing of administrative work throughout the group.
12. Coordinates policy and procedures with Logistics Management Group.
13. Serves as group focal point for all functional matters relating to the use of AIS and microcomputers.

14. .Coordinates with other group and LMG personnel, functional requirements/descriptions and appropriate justification for systems changes necessary for the directorate for standard, unique, and microcomputer systems.
15. .Provides technical advice and assistance to the directorate and functional managers with respect to AIS.
16. .Researches specific AIS problems/products within the directorate to identify cause factors to the degree functional specialists can confirm functional requirements were adequately and properly followed in systems design. Requests assistance from activity Office of Telecommunications and Information Systems, Office of Policy and Plans, DSDC, or appropriate HQ DLA PSE when necessary to resolve problems.
17. Participates or coordinates, as required, in testing of functional AIS programs and program changes and in studies/reviews of functional systems requirements
18. Coordinates changes to the reports format file (RFF).
19. Coordinates Safety Program
20. .Coordinates the development and/or implementation of policies, procedures and programs relative to personnel management and administrative planning with the Application Group
21. Performs all TASO duties for the Application Group, to include obtaining required systems access and training new team level TASRs.
22. Acts as a point of contact for the Application Group Director, when dealing with the Logistics Management Group.
23. Reviews and controls Staff Memos and local procedures to identify duplication, need for higher-level review, update or elimination.
24. Functions as OPI for the group in administering the internal control program.
25. Coordinates matters pertaining to Defense Stock Fund financial management and inventory accounting reporting requirements.  
25.Develops and/or coordinates review of estimates, operational plans, and objectives for the Defense Stock Fund Budget and Procurement Program applicable to the group.
26. Functions as OPI for the group's portion of historical reports.
27. Initiates requirements for developing programming, documenting, testing and/or evaluating small computer and mainframe support.
28. Coordinates and administers the directorate office automation.
29. Participates in coordinating conferences both on-Center and off-Center for functional responsibility to include participating in development and administration of interagency agreements.
30. Develops and maintains standard correspondence formats for the directorate.
31. Initiates requests for studies on processing methods for correspondence to improve flow from originator to approving officials.
32. Coordinates requirements for training and/or presentation to all directorate personnel on use of word processing facility, new procedures to support telecommunication arena and correspondence procedure changes.
33. Develops cost justification for all new word processing equipment, accessories and supplies for use throughout the group

## **SURFACE/SUBSURFACE COMBATANT WEAPONS UNIT (DSCC-MD)**

### **MISSION:**

Accomplishes responsibilities for contracting planning and purchasing for all items assigned to the Maritime Weapon System Group including those actions that satisfy emergency support requests. Implements Small and Disadvantaged Business, Economic Utilization, and other programs. Establishes and maintains requirements contracts for applicable commodities. Establishes and maintains requirements contracts for applicable commodities. Develops and establishes contract quality assurance, technical, and item manager requirements and performs the full range (cradle to grave) of identified functions for assigned items. Provides operational control and support to the director to accomplish responsibilities for materiel management and technical operations for assigned FSCs and Weapon Systems.

### **FUNCTIONS:**

1. Assures the implementation of DOD, DLA, DSC, and inter-directorate policies, procedures, plans, and programs.
2. Participates in coordinating conferences both on-Center and off-Center for functional responsibility to include participating in development and administration of interagency agreements.
3. Coordinates and administers the group's Diminishing Manufacturing Sources Materiel Support Program.
4. Administers the Customer Depot Complaint System for the group.
5. Participates, as directed and in concert with HQ DLA, with the Military Services in preparing Integrated Logistics Support plans and in materiel readiness reviews to determine effectiveness of DLA support to weapon systems.
6. Serves as the Maritime focal point for collaboration with the military services, contractors, and/or HQ DLA on all major provisioning programs, affecting the Group.
7. Coordinates maintenance of the Department of Defense Activity Address Directory (DODAAD) for the group.

Provides Acquisition/Contracting for emergency supply support requests.

## **SURFACE/SUBSURFACE COMBATANT TEAM A (DSCC-MDA)**

**MISSION:** Accomplishes mission responsibilities involved in the administration and performance of the Procurement, Requirements Contract, Quality Assurance, Materiel Management, and Technical Services functions for the assigned portion of the Maritime Weapon Systems Group mission.

### **FUNCTIONS:**

## **CRUISER/FRIGATE/DESTROYER AND AMPHIB CORE TEAM A (DSCC-MDAD)**

## FUNCTIONS:

### (PROCUREMENT)

1. Participates in contracting planning.
2. Evaluates contracting packages in order to identify and coordinate resolution of deficiencies.
3. Determines method of contracting and appropriate contract clauses.
4. Determines range of competition to be solicited.
5. Implements the Small Business and Disadvantaged Business Utilization Programs.
6. Solicits bids, proposals, and quotations.
7. Evaluates bids, proposals, and quotations, and determines responsibility of prospective contractors.
8. Conducts negotiations on price, type of contract and other contractual provisions.
9. Obtains required contract approvals and clearances.
10. Provides contractually for progress, advance, and other financial arrangements to contractors.
11. Provides contractually for performance and payment bonds as appropriate.
12. Awards contracts and places purchase and delivery orders.
13. Evaluates and approves subcontractors for existing contracts as required.
14. Screens and purifies Bidder's Lists periodically to assure effectiveness and economy in coordination with the appropriate SCE office.
15. Maintains suspense for bilateral award documents, following up to contractor as required, pending receipt of signed contractual documents.
16. Distributes and mails all procurement documents, solicitations, awards, purchase orders, modifications, etc., in accordance with distribution schedule.
17. Performs validation and coding for large ADP acquisition.
18. Controls ADP input/output for the directorate; prepares ADP input on large purchase requests, in preparation for solicitation, modifications, contracts, options, and DD Form 350 and

resolves exceptions thereto.

19. Performs quality check for all purchase documents entered into SAMMS.
20. Initiates and assists Counsel involving suspension/debarment actions against contractors suspected of fraud or other serious contract violations.
21. Executes ESOC requirements.
22. Performs reconciliation of contracting and production input to the commitment award, billing, payment requisition status, requirements and distribution files.
23. Performs request for ADP input/output for the directorate.
24. Assigns PIINs via SAMMSTEL inputs and maintains PIIN register.
25. Prepares and forwards notices to unsuccessful bidders/hoverers.
26. Prepares notices for Commerce Business Daily, as required.
27. Reviews and forwards Letter Notice of Award.
28. Process request to rebuild purchase requests and reinstate into SAMMSTEL to complete close out administrative procedures.
29. Performs edit of all large purchase solicitations, IFBs, RFPs, and awards resulting therefrom.
30. Validate solicitation documents for proper inclusion, revision and new provision/clauses to include RFPs and sealed bids thereto as required.
31. Processes award documents consisting of contracts,, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), calls and modifications including options and set-asides.
32. Maintains current all regulations and implementation of regulations to assure all documents are accurate and in accordance with existing procedures.
33. Verify contract worksheets and preparation of distribution forms.
34. Establish cut off date for processing solicitation and bilateral SF26 at conclusion of each fiscal year.
35. Initiates and processes to conclusion necessary warranty actions as appropriate.
36. Participates in conferences and seminars with higher echelon/professional/educational organizations, field post award offices and with customers to enhance mission effectiveness.

37. Executes and administers Long Term Agreements.

(QUALITY ASSURANCE)

38. Develops/determines and tailors the following contract quality assurance provisions to meet the needs of each contract:

a. Determines a need for verification inspection/testing that must be performed to demonstrate compliance with technical requirements, including packaging, when such inspections, Supplementary Quality Assurance provisions, tests and sampling plans are not provided by the Military Services. Collaborates with the DSCC Test Laboratory, Center elements, and Military Services, as necessary.

b. Determines the appropriate type of contract quality requirement the contractor must establish and implement.

c. Determines place of inspection and acceptance where the Government reserves the right to perform contract quality assurance actions.

d. Determines first article inspection requirements for inclusion in contracts. Participates in first article inspection when necessary.

e. Determines test, measuring and diagnostic equipment calibration requirements for inclusion in contracts.

f. Reviews and evaluates shelf life requirements for inclusion in contracts.

g. Establishes bid sample requirements in contracts. Technically evaluates sample and furnishes recommendations for approval/disapproval to contracting officers.

39. Determines need for and participation in pre-award surveys and post award conferences and evaluates subsequent reports.

40. Prepares and issues Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.

41. Performs Quality Systems Management Visits to evaluate the adequacy of technical requirements and product conformance, provides technical guidance, and resolves quality problems.

42. Evaluates requests for waivers and deviations, coordinate position, as appropriate, and recommend approval/disapproval to contracting officers.

43. Investigates, resolves, takes corrective action, and responds to customer/depot complaints that report product or packaging quality deficiencies.

44. Establish, maintain and use quality history data by item, contractor and specification via Quality Evaluation Program (QEP), Customer Depot Complaint System (CDCS), and other Automated Information Systems (AIS).
45. Identifies and/or resolves quality assurance problems with the contract technical data package (e.g., specifications, drawings, and other technical data).
46. Identifies need for laboratory testing (e.g., support of customer complaint resolution) and request such testing through Operations Support Group.
47. Evaluates inspection and test results/reports for compliance to specified requirements and recommends approval/disapproval to contracting officers.
48. Develops quality assurance storage standards for depot level quality control program.
49. Develops or assists in the development of quality assurance guidance, procedures, and programs for assigned group functions to implement HQ DLA/DSCC/group policy and objectives.
50. Provides technical guidance for field contract administration services and depot Quality Assurance personnel.
51. Reviews Section 4 of product specifications and recommends improvement in support of the DLA assigned mission of the DOD Standardization Program through the Center Standardization element.
52. Provides technical guidance and support to DLA Laboratories and depots on calibration and metrology matters.
53. Controls and conducts quality performance evaluation of the Quality Vendor Program (QVP) applications and attends intra-Center meetings, as necessary.
54. Coordinates Center participation in the QVP to establish competition initiatives with other functional directorates. Maintains close surveillance and recommends addition/removal or other actions as vendor performance improves/deteriorates.
55. Serves as the Center focal point for quality deficiency report status inquiries from military customers. Conducts research necessary to resolve status requests and responds to the customer.
56. Investigates, resolves, takes corrective action and responds to non-conformities identified by DSCC Quality Verification Laboratory in support of Contractor Assessment Product Evaluation (CAPE), Statistical Analysis for Laboratory Testing (SALT) and other DLA directed programs.

57. Provides quality assurance support to DOD or civil agencies as defined in Intra-Service Support Agreements and directives.

(MATERIEL MANAGEMENT)

58. Reviews management reports and indicators by weapon system and directs actions necessary to ensure meeting supply availability goals. Evaluates Group WSSP performance/procedures, and provides reports/recommendations to the Director and Commander.

59. Participates in military services' provisioning conferences, when required, in participation with generalized personnel.

60. Conducts reviews of high dollar Supply Support Requests (SSRs) and collaborates with the military services to verify retail and stock replenishment quantitative requirements prior to procurement.

61. Identifies recurring supply problems/recommends corrective action(s). Develops and maintains records of recurring supply problems on a systematic basis; identifies trends; conducts studies to establish causes; identifies and recommends corrective actions.

62. Obtains program and budget data through interface with military services and other customers applicable to group.

63. Administers group implementation of such programs as War Reserve, Special Program Requirements, and the Interservice Supply Support Program.

64. Administers the Materiel Returns Program and the Defense Materiel Utilization Program applicable to the group.

65. Administers, where applicable, the group repair program including priority, economic repair limits, repairs schedules; and develops funding requirements.

66. Determines group's requirements and arranges for storage space to include positioning, distribution and redistribution of stocks, and evacuation of temporary storage facilities in coordination with LMG (DSCC-B).

67. Coordinates through LMG (DSCC-B) requirements for and adequacy of the production base for peacetime and expansion to meet mobilization conditions essential to assure repair/overhaul support (includes commercial contracts)

68. Administers the group interchangeability and substitutability program.

69. Administers Foreign Military Sales Program (FMS) for group, coordinates through LMG (DSCC-B) with International Logistics Center (ILC), in accordance with the policy and procedure established by DOD and DLA; administers procedures to control shipments below the



Recorder Point (ROP) and ROP Bypass Test.

70. Reviews, approves or re-computes, as necessary, forecasts of requirements; and applies intensive management to selected items.
71. Directs stock replenishment action.
72. Directs and controls distribution and redistribution of stocks.
73. Assures sound investment of stock fund monies and provide financial management data.
74. Coordinates unusual storage matters with distribution activities.
75. Issues disposition instructions for excess stock fund materiel.
76. Approves return of customer excesses or authorizes disposal.
77. Directs recoupment of materiel from property disposal.
78. Authorizes loans of stock fund materiel, including GFM, to contractors.
79. Determine need and direct repair, rebuild, and modification of assigned items.
80. Conducts periodic reviews of supply management data to control and improve the supply position.
81. Participates in and/or initiates actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales and related programs.
82. Directs establishment and release of back orders.
83. Executes Materiel Management aspects of Foreign Military Sales (FMS) Program in accordance with established policies and procedures.
84. Directs supply actions on requisitions received from non-DOD agencies that are rejected by the computer.
85. Conducts technical operations for designation of substitute or interchangeable items for matters related to Maritime Group Weapon Systems.
86. Takes action as coordinated by Operations Support Group for processing actions such as inventory, adjustments, RODs, procurements, etc.
87. Recommends termination of existing procurement actions when warranted.

88. Expedites stock buys when actual or potential backorders exist.
89. Reviews management reports and indicators by weapon system and direct actions necessary to ensure meeting supply availability goals.
90. Participates, as directed and in concert with HQ DLA, with the Military Services in preparing Integrated Logistic Support plans and in materiel readiness reviews to determine effectiveness of DLA support to weapon systems.
91. Notifies HQ DLA of problems encountered in support of weapon systems.
92. Participates in coordinating Weapons Systems conferences both on-Center and off-Center to include participating in development and administration of interagency agreements.

(TECHNICAL SERVICES)

93. Reviews proposed specifications, standards and handbooks for Maritime Group Weapon Systems; prepares comments and submits comments to focal point for consolidation and preparation of a coordinated DSC position.
94. Provides technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for Maritime Materiel Acquisition Unit Contracting.
95. Provides technical/engineering determinations on bids or alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinates in-house determinations with using activities and/or assigned military engineering support activity.
96. Determine necessity for and obtain Military Services' authorization for the preparation of engineering drawings. Requests Military Services development of engineering drawings.
97. Determines interchangeability and substitutability of items in support of contracting and supply operations.
98. Performs item recoverability studies to determine technical feasibility for repair.
99. Develops, establishes, and maintains the Contracting Technical Data File (CTDF) and the Specification, Drawing, Standards (S/D/T) Record, excluding quality control and packaging data, which identifies technical requirement for items to be procured for items assigned as part of Maritime Group Weapon Systems.
100. Provides technical advice on matters pertaining to shelf life codes.
101. Review, forward, maintain suspenses, follow up and control internal disposition on all requests for engineering/technical support from the Engineering Support Activity.

102. Participates in and/or initiates actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales and related programs.

103. Conducts technical operations for designation of substitute or interchangeable items for matters related to Maritime Group Weapon Systems.

104. Provides technical assistance for resolution of Product Quality Deficiency Reports.

#### 1112 STRATEGIC SUBSURFACE CORE TEAM (-MDAE)

FUNCTIONS: Same as paragraph 1111.

#### 1113 AUXILIARY, SMALL CRAFT CORE TEAM (-MDAF)

FUNCTIONS: Same as paragraph 1111.

#### 1120 SURFACE/SUBSURFACE COMBATANT TEAM B (-MDB)

MISSION: Accomplishes mission responsibilities involved in the administration and performance of the Procurement, Requirements Contract, Quality Assurance, Materiel Management, and Technical Services functions for the assigned portion of the Maritime Weapon Systems Group mission.

FUNCTIONS:

#### 1121 AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT (ALRE) CORE TEAM (-MDBD)

FUNCTIONS: Same as paragraph 1111.

#### 1122 CARRIER/CRUISER/FRIGATE/DESTROYER AND AMPHIB CORE TEAM B (-MDBE)

FUNCTIONS: Same as paragraph 1111.

#### 1123 SPECIALIZED SUPPORT TEAM (-MDBF)

FUNCTIONS:

1. Executes emergency/high priority projects from DLA.
2. Provides Acquisition Support for Emergency Supply Operations on high priority requisitions.

3. Provides Engineering and Senior Technical Support for the Group as follows:

New and revised specifications reviews  
Participate in the new 339 Process Improvement Group  
Participate in the Reprocurement Support Working Group  
Hazardous Material Group support  
Evaluate 1685s and requests for review of back transfer of NSNs to the Services.  
CMUPS requests for review of Lab reports  
Support to HQ technical  
POC for Navy fender (boat bumpers) project  
IRPOD support  
Review ALT offers and Surplus offers  
Review 339s  
AMC/AMSC monthly review of changes  
Conversion to Navy Standard Family of Composite Pumps

1200 SPECIAL ACQUISITION UNIT (-ME)

MISSION: Accomplishes responsibilities for contracting planning and purchasing for all items assigned to the Maritime Weapon System Group for contracting. Implements Small and Disadvantaged Business, Economic Utilization, and other programs. Carries out the responsibilities of post award functions. Establishes and maintains requirements contracts for applicable commodities. Develops and establishes contract quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items. Performs Post-Award actions, Long Term Contracting and Tailored Support Unit functions for entire application.

1210 LONG TERM & CORPORATE CONTRACTING TEAM (-MEC)

MISSION:

Responsible for identifying business opportunities and developing complex Long Term contracts to meet the specific needs of a major DSCC customer or weapon system. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new contractual support arrangement. Ensures the long-term contracts include provisions to support the war fighter during contingencies, including mobilization. Provides a focus on implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals. Develops complex Long Term Contracts such as Corporate Contracts or large groupings of items in support of the DSCC SCP initiatives and in support of various Tailored Support Arrangements.

FUNCTIONS:

1. Develops complex long-term contracts such as Corporate Contracts or significantly large groupings of items based on manufacturing characteristics or manufacturer. These contracts may

become part of the DSCC Supply Chain utilized by various TSAs or become their own tailored support for some customers.

2. Conducts customer research to determine the need for new or improved methods of supporting customer requirements. This work includes reviewing and prioritizing the customer base; identifying customer requirements including surge and sustainment; developing an in-depth understanding of customer operations, infrastructure, and priorities; utilizing business acumen in gathering, developing, and analyzing customer data; and establishing customer-focused readiness goals and metrics.
3. Conducts market/industry research to create, expand, and maintain long-term contractual support. Reviews and/or researches previously conducted Benchmarking and other customer related studies to identify current practices and trends in the marketplace. Investigates market/industry information available from universities, institutes, and other academic and professional organizations. Conducts contractor site visits to gain first-hand knowledge and corroborate information gained from other sources. Documents and disseminates market/industry information gathered throughout the Agency as well as supporting Teams/Groups by contributing to a local market research results repository and network. Reviews market/industry within DLA business practices and proposes needed changes in local, agency, and department policies when current practices fail to meet current or future market/industry trends.
4. Uses all available approaches to evaluate the supply chain and explore logistic solutions for individual and customer groups. Identifies customer supply chain constraints and verifies customer requirements and forecasts. Determines total support baseline to establish current level of support and opportunities for increased support. Determines business implications by reviewing customer market share impact in comparison to cost benefit and feasibility analyses through detailed logistics modeling and evaluating the impact with all affected local and agency operations.
5. Performs acquisition management. Prepares for Contract activations (ramp-up) and ensures completion of applicable system changes. Implements any applicable rollout plans, monitors contractor performance, and maintains/administers contracts. Resolves any customer support issues. Completes contract closeouts. Monitors and assesses the success of tailored support solutions, maintains contract actions and lessons learned documentation, and disseminates all available information to other workgroups.

#### 1220 TAILORED SUPPORT TEAM (-MED)

##### MISSION:

Responsible for identifying business opportunities and developing Tailored Support Arrangements (TSA) to meet the specific needs of a major DSCC customer. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new support arrangement. Ensures the tailored support arrangement includes provisions to support the war fighter during contingencies, including mobilization. Provides a focus on

implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals.

#### **FUNCTIONS:**

Conducts customer research to determine the need for new or improved methods of supporting customer requirements. This work includes reviewing and prioritizing the customer base; identifying customer requirements including surge and sustainment; developing an in-depth understanding of customer operations, infrastructure, and priorities; utilizing business acumen in gathering, developing, and analyzing customer data; and establishing customer-focused readiness goals and metrics.

Conducts market/industry research to create, expand, and maintain tailored support initiatives. Reviews and/or researches previously conducted Benchmarking and other customer related studies to identify current practices and trends in the marketplace. Investigates market/industry information available from universities, institutes, and other academic and professional organizations. Conducts contractor site visits to gain first-hand knowledge and corroborate information gained from other sources. Documents and disseminates market/industry information gathered throughout all TSTs and supporting Teams/Groups by contributing to a local market research results repository and network. Reviews market/industry within DLA business practices and proposes needed changes in local, agency, and department policies when current practices fail to meet current or future market/industry trends.

Uses all available approaches to evaluate the supply chain and explore logistic solutions for individual and customer groups. Identifies customer supply chain constraints and verifies customer requirements and forecasts. Determines total support baseline to establish current level of support and opportunities for increased support. Determines business implications by reviewing customer market share impact in comparison to cost benefit and feasibility analyses through detailed logistics modeling and evaluating the impact with all affected local and agency operations. Formulates and screens possible tailored support courses of action against all available information and conducts roll-out analysis with customer input to determine the best tailored support solutions.

Develops and finalizes customer tailored support strategies. Finalizes BCAs and completes transition, material management, and acquisition plans. Facilitates the complete supply chain partnership and commitment of affected customers, vendors, DLA Headquarters and other ICPs. Obtains approvals and submits applicable System Change Requests (SCR).

Implements tailored support strategies. Drafts Statements of Work (SOW) with customer input and develops source selection and planning teams. Defines contractor performance metrics. Prepares solicitations and evaluates offers. Completes total ownership cost analyses and conducts negotiations. Prepares and awards contracts.

Performs acquisition management. Prepares for Contract activations (ramp-up) and ensures completion of applicable system changes. Implements any applicable rollout plans, monitors

contractor performance, and maintains/administers contracts. Resolves any customer support issues. Completes contract closeouts. Monitors and assesses the success of tailored support solutions, maintains contract actions and lessons learned documentation, and disseminates all available information to other workgroups.

#### 1230 CONTRACT ADMINISTRATION TEAM (-MEE)

**MISSION:** Performs Post-Award actions in support of the Maritime Application Group's contracting actions.

#### **FUNCTIONS:**

1. Assumes PCO functions immediately after awards have been issued; responds as PCO to all inquiries from contractor CAS elements, and requisitioning activities.
2. Performs post award actions as noted below and as otherwise provided in the DFARS, FAR, and implementing guidance.
3. Administers contractor claims and waivers; resolves contract disputes. In the role of PCO, attends Armed Services Contract Review Board hearings on contract disputes.
4. Reviews and approves changes to contracts. Issues contract and purchase order modifications, Change Orders, Supplemental Agreements, and shipment diversions (Small Business/Labor Surplus Area Set-Asides and Option Exercises and contract modification affecting new acquisition will be issued by the Contracts Division.)
5. Receive and process technical requests, FAT reports, production lot sampling, packaging changes and waiver/deviations.
6. Issues Show Cause Letters, Cure Notices, and Terminations for Convenience/Default. Issues cancellation/withdrawal actions on purchase orders.
7. Obtains contract performance data; monitors, processes, and expedites contracts, delivery, and purchase orders; develops contract status information. Responds to inquiries by requisitioning activities relative to status of contract actions.
8. Receives, processes, and files all completed contractual documents and related correspondence; maintains all contract folders, contractor suspense and locator files; and processes contract files for retirement.
9. Maintains liaison with field post award and production elements.
10. Initiates and processes to conclusion necessary warranty actions, as appropriate.
11. Coordinates management action with field post award organizations when delegations exist.

12. Participates in conferences and seminars with higher echelon/professional/educational organizations, field post award offices and with customers to enhance mission effectiveness.
13. Takes action to resolve deficiencies reported by Procurement Data Package Recommendation/Deficiency Reports (DD Form 1716).
14. Initiates actions to resolve delinquent awards on F-38 Report.
15. Participates in the value Engineering/Analysis Cost Reduction Programs.
16. Performs ongoing reviews; and take actions to uncover fraud, waste and abuse (substitution, fast pay violations, defective items, etc.).
17. Identifies and advises management of contractors having deficient performance problems. Maintains close surveillance and provides feedback.
18. Detects and reports suspected overpricing to the Pricing Officer.
19. Recommends placement of contractors having serious performance deficiencies on internal DSCC Contractor Review List (DCRL). Maintains close surveillance and recommends removal or other additional actions as performance improves or deteriorates.
20. Receives and processes DI.
21. Provides Contracting Officer support to the Division by preparing modifications, premium pay justification, diversion modifications, etc. in support of the Emergency Supply Operation Center (ESOC).
22. Issues contract modifications for Small Business/Labor Surplus Area Set Aside Awards and Option Exercises.
23. Reviews modifications and post award actions and prepares SAMMS subsystem post award input.
24. Processes modifications for reproduction and assure distributions.
25. Receive and process Inventory Manager's request for status and accelerations.
26. Negotiate price changes (increases and decreases) and negotiate consideration for delivery extensions.

#### 1240 ANALYTICAL SUPPORT TEAM (-MEF)

MISSION: Acts as the Directorate's principal advisor on matters pertaining to Weapon System Readiness and Customer Support. Develops and maintains the Directorate's Business Plan and



corresponding management information. Responsible for overseeing, reviewing and the analyzing available data to determine the effectiveness of customer support for the directorate. In addition to coordinating various weapon system issues with other DSCC organizations, interfaces with Service Program Inventory Control Points and Configuration Managers, Weapon System Project and Program Managers, Engineering Support Activities and HQ staffs.

#### FUNCTIONS:

1. Performs functional system analysis; monitors the existing system; develops requirements for system changes; coordinates changes to existing system directed by HQ DLA; and provides functional system training for weapon systems support and provisioning, in collaboration with appropriate group. Assures the implementation of DOD, DLA, DSC, and inter-directorate policies, procedures, plans, and programs.
2. Ensures DSC compliance with the DLA Weapon Systems Support Program (WSSP) concepts and practices for items managed by DLA.
3. Evaluates group WSSP performance/procedures, and provide reports and recommendations to the Director and Commander.
4. Notifies HQ DLA of problems encountered in support of weapon systems.
5. Monitors weapon systems provisioning transactions that include review, analysis of output products of the Provisioning Control File (PCF) and coordination among the Operations Support Group, Senior Executive Contracting Group personnel, and the submitting Military Services' Weapon Systems Support Program managers.
6. Participates in coordinating Weapons Systems conferences both on-Center and off-Center to include participating in development and administration of interagency agreements.
7. Identifies recurring supply problems/recommends corrective action(s). Develops and maintains records of recurring supply problems on a systematic basis; identifies trends; conducts studies to establish causes; identifies and recommends corrective actions.
8. Administers group preparation and submission of reports on key essential items, materiel readiness studies and other materiel reports.
9. Evaluates group WSSP performance/procedures, and provide reports and recommendations to the Director and Commander.
10. Serves as the group focal point for collaboration with the Military Services, contractors, and/or HQ DLA on all major provisioning programs affecting the Maritime Group.

